

Common Proofreading Symbols

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it in fact, everyone knows it. ;
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence .
	delete	The elephant's trunk is is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three#friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. # "I thought so," she replied.
	no paragraph	"I knew it, she said. # # "He's no good."

Common Proofreading Abbreviations

(The abbreviation would appear in the margin, probably with a line or arrow pointing to the offending element.)

Abbreviation	Meaning	Example
Ab	a faulty abbreviation	She had earned a Phd along with her M.D.
Agr <i>See also P/A and S/V</i>	agreement problem: subject/verb <i>or</i> pronoun/antecedent	The piano as well as the guitar need tuning. The student lost their book.
Awk	awkward expression or <u>construction</u>	The storm had the effect of causing <u>millions</u> of dollars in damage.
Cap	faulty capitalization	We spent the Fall in Southern Spain.
CS	comma splice	Raoul tried his best, this time that wasn't good enough
DICT	faulty diction	Due to the fact that we were wondering as to whether it would rain, we stayed home.
Dgl	dangling construction	Working harder than ever, this <u>job</u> proved to be too much for him to handle.
- ed	problem with final <i>-ed</i>	Last summer he walk all the way to Birmingham.
Frag	fragment	Depending on the amount of snow we get this winter and whether the towns buy new trucks.
 	problem in parallel form	My income is bigger than my wife.
P/A	pronoun/antecedent agreement	A student in accounting would be wise to see their advisor this month.
Pron	problem with pronoun	My aunt and my mother have wrecked her car The committee has lost their chance to change things. You'll have to do this on one's own time.
Rep	unnecessary repetition	The car was blue in color.
R-O	run-on sentence	Raoul tried his best this time that wasn't good enough.
Sp	spelling error	This sentence is flaude with two misspellings.
- s	problem with final -	He wonder what these teacher think of him.

	<i>s</i>	
STET	Let it stand	The proofreader uses this Latin term to indicate that proofreading marks calling for a change should be ignored and the text as originally written should be "let stand."
S/V	subject/verb agreement	The problem with these cities are leadership.
T	verb tense problem	He comes into the room, and he pulled his gun.
Wdy	wordy	Seldom have we perused a document so verbose, so ostentatious in phrasing, so burdened with too many words.
WW	wrong word	What affect did the movie have on Sheila? She tried to hard to analyze its conclusion.

Some Online Aids on Proofreading and Editing

[Editing and Rewriting \(from the Guide to Grammar and Writing\)](#)

["Revising Your Writing" from Paradigm](#)

["Editing Your Writing" from Paradigm](#)

[Proofreading Strategies — from Bowling Green University](#)

[Guide to Grammar and Writing](#)

[Learning Center](#)

[Capital Community College](#)